

CAPPS HR/Payroll  
Calendar Year-End Checklist 2020

Task	Responsible Party	Description	Due Date	Comments
Calendar Year-End (CYE) Service Request (SR)	CAPPS Production Support	CAPPS Production Support to open a Calendar Year-End Service Request (CYE SR) in the ASP Solution Center for each agency.	11/13/2020	The CYE SR is used for all calendar year-end communication and documentation.
Error Listing Report (TAX900)	Joint	CAPPS Production Support to provide report to agency via the CYE SR, <u>only</u> if applicable. Agency must review and reconcile any amounts that are out of balance.	11/13/2020	Any out of balances that require payroll processing should be completed in November 2020 On or Off Cycle payrolls.
W-2 Online Consent	Agency	Employees can provide consent to receive online electronic W-2s in lieu of a paper form. (Navigation: Employee Self Service, My Pay, W-2/W-2c Consent) .	Agency-Specific	Recommended deadline is 12/31.
Employee Address Verification	Agency	Communicate to employees that they must ensure their mailing address is up-to-date in CAPPS (Navigation: Employee Self Service, My Profile, Edit Mailing Address) .	Agency-Specific	This should be in progress. The accuracy of the data helps to reduce the number of returned W-2s. Recommended deadline is 12/31.
Prior Year Return Monies	Agency	Payroll Officers to confirm whether 2020 Return Monies still need to be processed.	Agency-Specific	If December On-Cycle has been processed, which closes the November pay period, please see the Special Pay Calendar task. Agency will need to request a special pay calendar via the CYE SR in the ASP Solution Center.
Special Pay Calendar	CAPPS Production Support	If prior year return monies are identified and need to be processed after the December On-Cycle has run, create a special pay calendar.	Agency-Specific	The due date should be prior to the Agency submitting authorization to print W-2s.
Agency Return Address Verification	Joint	Agency to validate W-2 Information and RE Record Values via the W-2 Company Data page (Navigation: Navigator, Payroll for North America, U.S. Annual Processing, Define Annual Tax Reporting, W-2 Company Data). Submit updates, if necessary, and CAPPS Production Support will make updates as requested.	12/4/2020	Submit any updates needed in the Agency Private section of the CYE SR in the ASP Solution Center.
December On Cycle Payroll	Agency	Please hold on processing the December On Cycle payroll until 2021 Tax Withholding rates; formal email notification will be sent to Agency's Level 1 staff	TBD	Dependent on IRS' release of new 2021 Tax Withholding Rates
Identify Deceased Employees	Joint	CAPPS Production Support to provide a report of Deceased Employees in the CYE SR, if applicable. Agency must review/confirm the list and issue 1099s, where appropriate. CAPPS Production Support will remove the W-2 consent from ESS.	1/4/2021	
Run Quarterly 941 Report	Agency	Validate CAPPS fourth quarter 941 reports.	1/4/2021	
Run Preliminary W-2s	CAPPS Production Support	CAPPS Production Support to provide preliminary W-2 totals to the agency via the CYE SR.	1/8/2021	Use this report to reconcile with the YE Data Audit Report (TAX910AU) & 941 quarterly totals.
YE Data Audit Report (TAX910AU)	CAPPS Production Support	CAPPS Production Support to provide report to the agency via the CYE SR.	1/8/2021	Use this report to reconcile with 941 quarterly totals.
W-2 Approval	Agency	Submit the CAPPS Calendar Year-End Authorization form via the CYE SR in ASP to request printing of W-2s.	1/15/2021	Approval form will be attached to CYE SR in ASP Solution Center once agency has validated Year-End Data.
Make FINAL W-2 forms available in CAPPS (ESS) and send email notification if applicable	CAPPS Production Support	CAPPS Production Support will make available final W-2s and send email notification, if requested.	1/15/2021	
Pick-up W-2s	Agency	Determine who will pick-up the W-2s. Any exception to the regular warrant pickup process must be communicated to CAPPS Production Support in advance. W-2s will be available via the warrant pickup window in the LBJ State Office Building located at: 111 East 17 <sup>th</sup> Street, Austin, Texas.	1/22/2021	For agencies located outside of Austin, CAPPS Production staff will mail W-2s to the agency per the handling instructions provided on the Calendar Year-End Authorization form.
Run TAX915-W3/W-3SS Transmittal Totals	CAPPS Production Support	CAPPS Production Support to provide report of totals transmitted to SSA on agency's behalf.	1/29/2021	Use this data to confirm transmittal totals.